Reflect on the Self-Assessment

Time Management Profile

Instructions
Complete the following questionnaire by indicating “Y” (yes) or “N” (no) for each item. Be frank and allow your responses to create an accurate picture of how you tend to respond to these kinds of situations.

1. When confronted with several items of urgency and importance, I tend to do the easiest first.

2. I do the most important things during that part of the day when I know I perform best.

3. Most of the time I don’t do things someone else can do. I delegate this type of work to others.

4. Even though meetings without a clear and useful purpose upset me, I put up with them.

5. I skim documents before reading and don’t finish any that offer little value for my time.

6. I don’t worry much if I don’t accomplish at least one significant task each day.

7. I save the most trivial tasks for that time of day when my creative energy is lowest.

8. My workspace is neat and organized.

9. My office door is always “open”; I never work in complete privacy.

10. I schedule my time completely from start to finish every workday.

11. I don’t like to-do lists, preferring to respond to daily events as they occur.

12. I block out a certain amount of time each day or week that is dedicated to high-priority activities.

Scoring
Count the number of “Y” responses to items 2, 3, 5, 7, 8, 12. Enter that score here [ ]. Count the number of “N” responses to items 1, 4, 6, 9, 10, 11. Enter that score here [ ]. Add the two scores together here [ ].

Self-Assessment Interpretation
The higher the total score, the more closely your behavior matches recommended time management guidelines. Reread those items where your response did not match the desired response. Why don’t they match? Do you have reasons why your behavior in this instance should be different from the recommended time management guideline? Think about what you can do to adjust your behavior to be more consistent with these guidelines.